

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **BUILDINGS NEW YORK 2019 / APRIL 2 - 3, 2019**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

LEND A HAND CART SERVICE

LEND-A-HAND PROGRAM

For those exhibitors who are “do-it-yourself-ers” we’re offering a little extra assistance. We’ve secured easier access and additional free labor for both move-in and move-out. Please review the details and qualifications closely:

LEND-A-HAND MOVE-IN

- “POV” (Privately Owned Vehicles) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV’s and must report directly to **FREEMAN Marshaling Yard**.
- All box trucks, regardless of length shall not be permitted in the POV/Lend-A-Hand areas and must go to the loading dock in the rear of the exhibit hall. **All materials loaded in/out of the loading dock will be subject to building charges for the handling of materials.**
- Vehicles with trailers are also not permitted in the POV/Lend-A-Hand areas and must also go to the loading dock in the rear of the exhibit hall. **All materials loaded in/out of the loading dock will be subject to building charges for the handling of materials.**
- **Program Time & Dates**
 - o **Monday, April 01, 2019 from 8:00 AM – 5:00 PM**
- Vehicles may enter at 34th and 11th Street next to the Javits for assisted labor
- On 34th Street next to the Javits, free labor will assist with unloading materials from the vehicle and brought directly to the booth. A check-in area will be provided for this service. Labor will be provided at a first come, first serve basis
- Labor assistance on 34th Street is provided at NO Charge and Tipping labor is strictly prohibited
- Exhibitors are still permitted to self-load / unload and move materials using a 2-wheeled hand truck from the POV lane of the Inner-Roadway

LEND-A-HAND MOVE-OUT

- There will be a sign-in area for assisted labor move-out at 34th and 11th Street next to the Javits
- If you wish to utilize this service, sign in at the predetermined location at the shows conclusion and labor will be provided to come to your booth, load your materials and bring to your vehicle
- Labor assistance on 34th Street is provided at NO Charge and Tipping labor is strictly prohibited
- **Program Time & Dates**
 - o **Wednesday, April 03, 2019 4:00 PM – 9:00 PM**

Privately Owned Vehicles (POV) - Defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV’s.

Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times.

FREEMAN lend-a-hand program

Self-Unloading/ Privately Owned Vehicles (POV) Access Area - For Hand-Carry items the Javits Center is very flexible it comes to off-loading your booth materials as long as you follow the rules. The movement of all freight from the loading docks at the Javits Center is handled by Teamsters. However, Exhibitors are allowed to bring in certain hand-carried items through the front of the building on 11th Avenue (east side) and at specified times, the north side, as long as traffic regulations are obeyed.

A special POV LANE and short term parking area will be located in the “Inner-Roadway” off of 11th Avenue.

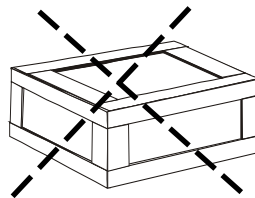
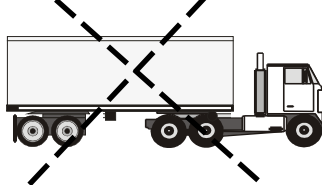
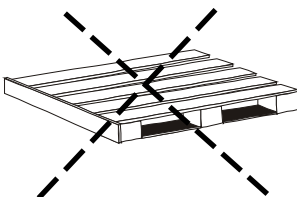
Suitable vehicles for the self-service hand-carry unloading procedure - Privately Owned Vehicles (POV's) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use. Vehicles containing more than 300 lbs of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must report directly **to FREEMAN Marshalling Yard.**

Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times. These Vehicles Will Be Directed To The Javits Loading Docks And Unloaded By Union Labor At The Exhibitor's Expense.

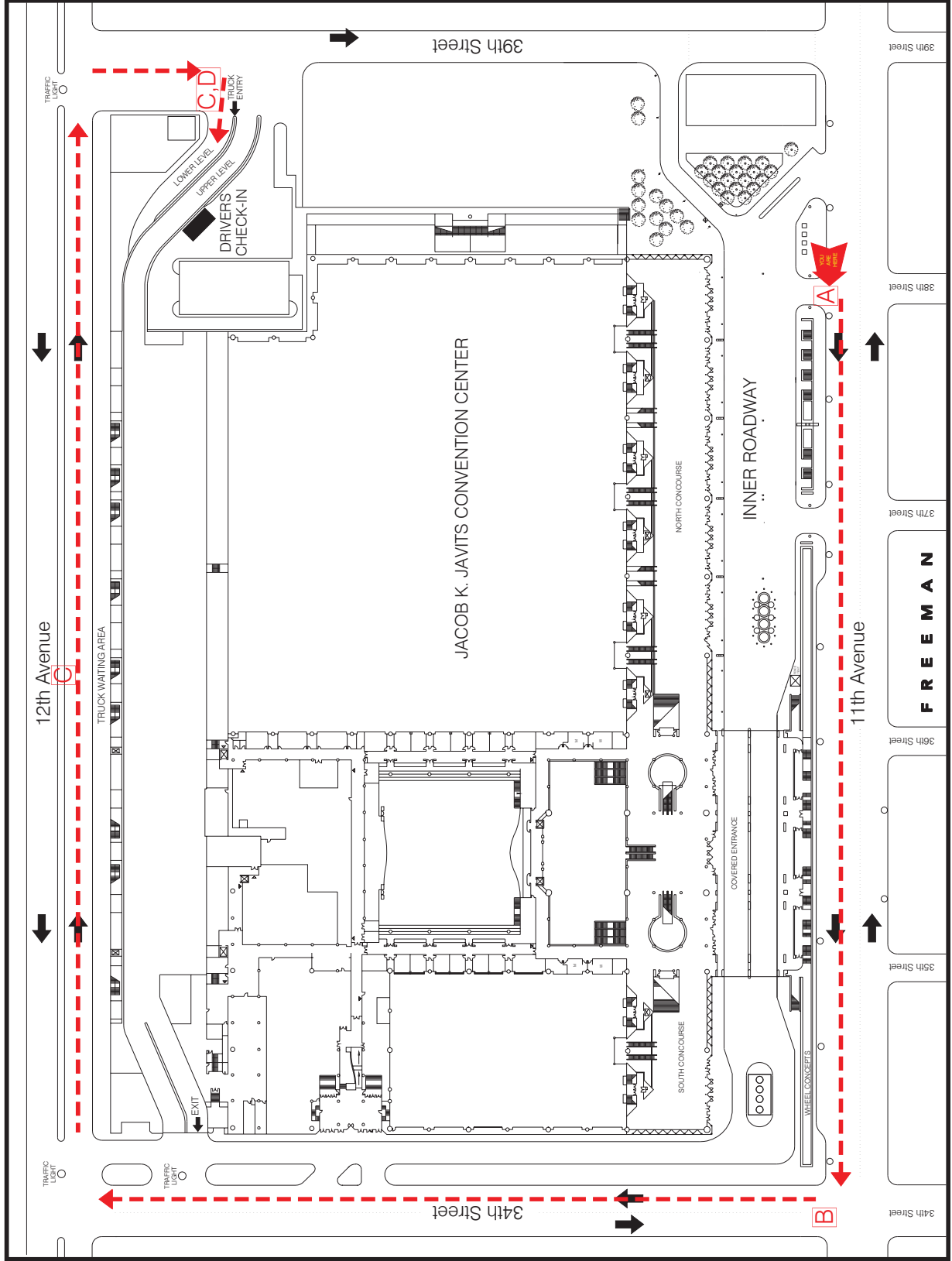
All single occupancy vehicles will be turned away by security personnel – no exceptions. There must be someone representing the exhibitor with the vehicle at all times/vehicles left unattended will be towed at exhibitor expense.

- Temporary loading and unloading zones are assigned and managed by Javits Public Safety personnel in conjunction with show management staff
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van.
- Vehicles must be attended by a licensed driver at all times
- Moving company trucks may be loaded and unloaded only on the Javits Center loading dock by Javits Freight Handlers. Such trucks may not be loaded or unloaded in front of the building or on the north end or anywhere else in the vicinity of the Center, as their freight is not considered "hand carry" regardless of its size. Under no circumstances will moving company employees, or any persons other than Javits Freight Handlers or direct employees of an exhibiting company engaged in legitimate "hand carry," be permitted to handle freight on Javits Center property
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items. Hanging clothing racks with four wheels are allowed for moving hanging garments
- "Pop-up" displays, equal or less than 10' in length, capable of being carried by hand by one person may be brought in
- Exhibitors moving items must use the doors and routes designated by event management
- Individuals moving these items must be employees of the exhibiting company and must carry identification with them to verify this fact

NOT ACCEPTABLE



BUILDINGS NEW YORK LEND-A-HAND MAP

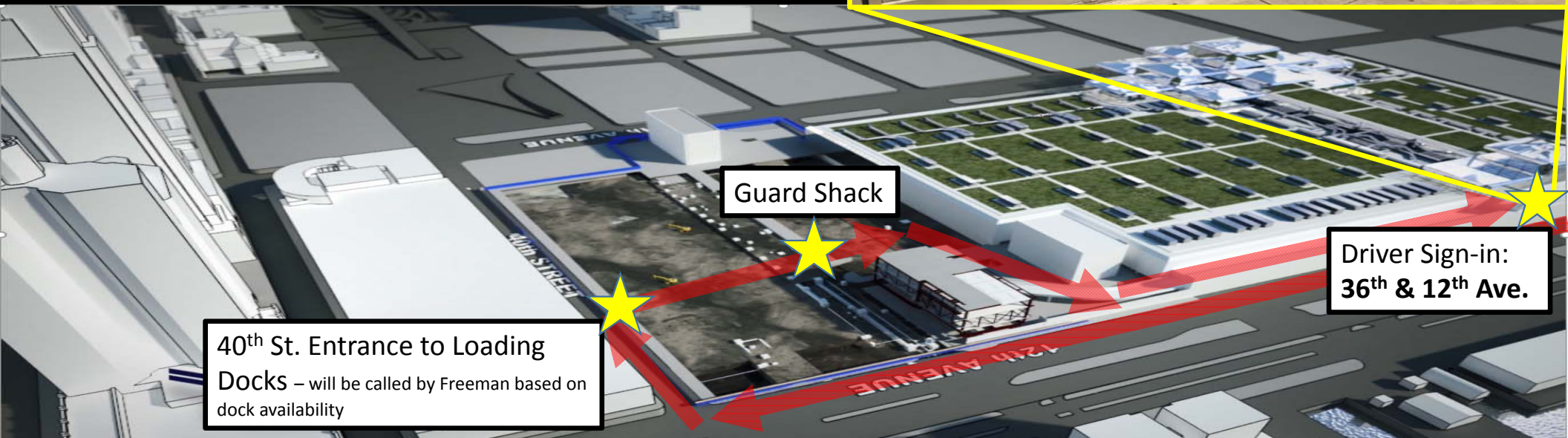


- A. UNASSISTED HAND CARRY
ENTRANCE: Level 1 Unassisted Hand Carry Operations Entrance. No trucks larger than Econoline Van permitted in this area.
- B. LEND-A-HAND CHECK-IN: 34th & 11th. If using the Lend-A-Hand program, check in with the Freeman representative at 34th & 11th. No trucks larger than an Econoline Van permitted to use the Lend-A-Hand program.
- C. DRIVER CHECK-IN: 36th & 12th. NEW DRIVER CHECK-IN LOCATION! All deliveries in vehicles larger than an Econoline Van please check in here.
- D. LOADING DOCK ENTRANCE: either the entrance point B (Lend-A-Hand) or point C (Driver check-in), once instructed to bring your car to the loading dock, please make your way to the loading dock entrance.

New 40th St Entrance Truck Routing

Driver Check-In Step by Step Instructions:

1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12th Ave and 36th St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. **When driver gets called he drives to truck entrance gate on 40th St and checks in with Javits Security. All drivers must present their CDL to security for entrance then picks-up his paperwork from the Freeman supervisor located near the security booth.**
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.



40th St. Entrance to Loading Docks – will be called by Freeman based on dock availability

Guard Shack

Driver Sign-in:
36th & 12th Ave.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE APRIL 01, 2019

CANNOT DELIVER BEFORE APRIL 01, 2019

TO:

EXHIBITOR NAME

TO:

EXHIBITOR NAME

C/O: FREEMAN

**JACOB K JAVITS CONVENTION CENTER
655 W 34TH STREET**

NEW YORK, NY 10001

SHOW SITE

C/O: FREEMAN

**JACOB K JAVITS CONVENTION CENTER
655 W 34TH STREET**

NEW YORK, NY 10001

SHOW SITE

EVENT: *BUILDINGS NEW YORK 2019*

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BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.